

## **Internal Use Only**

### **Narrative Business Outreach Form**

The Business Outreach Form will be used by staff only. This form is designed to give staff a guidance tool on how to approach employers and present the same One-Stop Concept. The form provides general questions that staff will need to ask the employer in order to provide quality service. The staff will need to use this as a business assessment tool to serve the employer.



## BUSINESS OUTREACH FORM



**Date of Contact** \_\_\_\_\_

**Name of Contact** \_\_\_\_\_ **Position** \_\_\_\_\_

**Name of Business** \_\_\_\_\_ **FEIN#** \_\_\_\_\_

**Street Address** \_\_\_\_\_

**Corporate Location ?      Branch Location ?**

**Mailing Address** \_\_\_\_\_

**City, State, Zip Code** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_ **E-mail Address** \_\_\_\_\_

**Type of Business** \_\_\_\_\_ **Number of Employees** \_\_\_\_\_

**Does your company have any contracts with the federal government? ? \ HQR ?**

**Do you have collective bargaining rights?? \ HQR ?**

**Preparation for the contact or additional information (including size of company, type of workers, information, summary of what business would like from the Career Center System)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Suggestion questions:**

**Would you like more information and resources about the following services?**

**How you can get your job openings in front of job seekers across the state at no cost to you?**

**How you can use the services of a professional staff to pre-screen your applicants at no cost?**

**How you can hire people and receive up to 50% their salary paid during their training period?**

**Would you like more information about Veteran's Programs?**

**Human Resources:**

- Recruiting
- Hiring Initiatives
- Pre-Screening
- 1 HZ Employee subsidy-based information
- Training and retention of new and /or incumbent employers

**GreatHires**

- Advertise job openings statewide and nationwide at no cost
- Update of current GreatHires records
- Training on Greathires.org

**Local, Regional, State and National Labor Market Data**

- : age and Salary information
- Unemployment static's
- Occupational and industry data
- Tax credit programs

**Labor Laws**

- FMLA
- Workers Compensation
- Unemployment Insurance
- Americans with Disabilities Act
- Child Labor
- Federal Guidelines Poster
- State of MO Guidelines Poster

**Training**

- Occupational Supervision
- Leadership
- Customer Service
- Bureau of Apprentice

**Business Assistance**

- : Kat type of Business Assistance?

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**Downsizing of Layoff Assistance**

- Positions affected
- Date affected